

Entering a Question or Tool into Y-NEERS

July 2005

1. From the Main Menu of Y-NEERS, select “Maintain Questions”
2. At the top of the screen, click on the button “Add Question”
3. **Question ID:** Assign a unique and temporary number to represent the question (example: 7001 could represent question #1 in the Professor Popcorn series of questions). Final numbers are assigned when it is added to the Master Database.
4. **Question Type:** Choose from the list of options based on the number of potential responses to the question (examples: a True/False question is a 2-Column question; a multiple choice question with choices A, B, C & D is a 4-Column question.)
5. **Primary and Secondary Domains:** Select from the Pull-down list.
Carefully consider whether the question is assessing a change in Knowledge or Attitude (usually after a short-term or one-time educational program) OR Behavior (usually after longer-term multi-session programming).
6. **Logic Model Impact Indicator:** Click on the Blue box on the right hand side of the screen to see the list of choices.
Carefully choose the Impact Indicator that most closely reflects what the question is designed to assess. (example: If you selected “Dietary Quality” as the Primary Domain for the question, see #5 above, you will most likely select an Impact Indicator that begins with “DQ”)
7. **Question Series:** If the question is part of a series of questions available as a set, that information should be entered here.
8. **Target Grade:** Enter the youngest grade and the oldest grade of the youth for which the question was designed and successfully pilot-tested.
9. **Lesson:** Give a short title or description of a lesson or topic for which this question would be an appropriate evaluation tool.
10. **Question:** Enter the text of the question stem.
11. **Description of the Question Use and Development:**
Enter a brief description of how the question was developed and pilot tested. If there are specific hints or instructions that would be important to a user of the question, include those (example: “Pilot-testing of the question consisted of the teacher reading the text aloud and youth giving responses by a show of hands for each possible response”).
12. **Web Reference:** Enter the web address at which additional information about the Tool or Question can be obtained. For Tools on the WI Youth Tools & Documentation web site the address is:
www.uwex.edu/ces/wnep/ncyouth
13. **Column Headings:**
You will see displayed a number of text boxes equal to the number of Columns specified in #4 above (“Question Type”). Commonly used wording is already in the boxes but can be edited if necessary for a specific question. (example: for a True/False question—“A: Number of Participants answering True; B: Number of Participants answering False”).
14. **Results Summary Text:**
You have the option of designing up to 3 different Impact Statements using the results from the question. The wording of each statement will start with, “___ % of . . .” where the number that will appear in the ___ % will be calculated by the system based on which column or columns you select by clicking. Enter additional text in the box to complete the Impact Statement sentence in a meaningful way for the question. See Sample questions for examples of results summary text and how this is used to generate Impact Statements from the results.
15. **Test your Question:** After you have entered all of the required information about the Question or Tool, click on the “Save & Test” button. You will now see a screen into which you can enter pretend data so you can see how the Results Summaries and Impact Statements will be generated. If necessary, go back to the screen of information about the Question and make revisions.

The Whys, Hows, and Wherefores of Youth Evaluation, SNE 2005

Contacts: Wells Willis – wwillis@csrees.usda.gov; Bev Phillips – Beverly.phillips@uwex.edu; Donna Vandergraff – vandergraff@purdue.edu